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19 November 1947

MEMORANDUM TO CHIEF, PERSONNEL BRANCH

SUBJECT: Reclassification of Position Occupied by [REDACTED]

As a result of the recent classification survey of [REDACTED] positions and the resultant downgrading from those grades established in the tentative Table of Organization, dated 10 April 1947, it is necessary to reorganize the Editorial Division in an attempt to place editorial personnel in positions commensurate with current duties and responsibilities and consistent with their qualifications. Since [REDACTED] is a veteran, his case has been given special consideration.

Experience has demonstrated that [REDACTED] is not suited by background, experience or education for a supervisory position. [REDACTED] has for some considerable time been graded higher than his work or his ability as an editor justifies. It is the opinion of this office that [REDACTED] is not capable of work requiring supervisory qualifications. Furthermore, neither his ability, educational background nor work experience fits him for editorial work at the level required of a CAF-11 editor, according to the standards that must be maintained to be consistent with the grades allocated by the Civil Service Commission for these editorial positions.

To permit [REDACTED] to remain in his present grade with the compulsory downgrading of a number of editors whose capacity and ability are far greater than his would, in effect, be a promotion for [REDACTED] would prohibit the placing of a competent employee in this supervisory position, and would decrease the efficiency of [REDACTED] editorial operations.

Having carefully considered the above factors, it is recommended that [REDACTED] be downgraded to CAF-9.

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

Chief, [REDACTED]

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